2004 CFC Preliminary Report Form 200

Department: <u>De</u>	partment of Energy,	CFC Unit Reporting No				
Your Initials Date_ * The week of Oct. 4 starts	Org Code as "Week No. 1"	Week No.* (circle) 1 2 3 4 5 6 7	8 9 10			

- 1. Fill out the table, below, based on the information contained on each Pledge Card Carrier (Form 100).
- 2. Verify each yellow copy of any enclosed pledge form for signature and authorization of a payroll deduction.
- 3. Write your CFC Unit reporting number, initials, date, and organization code (e.g., ME, SC, NE, IG, etc).
- 4. Circle the week number.
- 5. Xerox this sheet for your records.
- 6. Write your OrgCode and Week No. on each Form 100 being submitted.
- 7. Leave the Form 100 intact; do NOT separate the yellow pocket from the white pocket.
- 8. Secure this sheet to the top of your Form 100s with a spring clip or rubber band (depending upon bulk).
- 9. Deliver to Kathryn Chantry, Deputy Campaign Manager/Deputy Manager for Finance, in 3H-051 (FOR) by *COB* every Wednesday. Phone 3-9142.

Keyworker		Number of Gifts					Amount of Gifts		
(Use one line per Form 100)	Conf. Gifts	Payroll Deduction	Cash/ Check	Total Number	Eagle Awards	Double	Total Amount of	Total Amount of Cash and Checks	Total Amount
roilli 100)	Gilts	Deduction	Спеск	Number	Awarus	Eagles	Payroll Deduction	Cash and Checks	